

| Qualifying Events |                          |
|-------------------|--------------------------|
| Marriage          | Divorce                  |
| Birth of a Child  | Adoption of a Child      |
| Death             | Loss or Gain of Coverage |

| If you have the following change in status  | You must provide the following within 30 days of the event                            |
|---|---|
| <b>Marriage</b>   |   |
| You wish to add spouse and/or child(ren)  | Marriage Certificate  |
|   | Birth Certificate   |
|   | SSN for all   |
| You wish to drop coverage   | Marriage Certificate  |
| <b>Divorce</b>  |   |
| You must drop coverage for spouse and any stepchild(ren) who cease to be your dependents                      | Final Signed Divorce Decree   |
| You wish to enroll self and/or your eligible child(ren) under City's plan                                     | Final Signed Divorce Decree   |
|   | Birth Certificate for Child(ren)  |
|   | SSN for all   |
| <b>Birth of a Child</b>   |   |
| You wish to add new child   | Birth Certificate   |
|   | SSN   |
| You wish to add new child, spouse, and/or other child(ren)  | Birth Certificate   |
|   | Marriage Certificate  |
|   | SSN for all   |
| <b>Adoption of a Child</b>  |   |
| You wish to add new child   | Adoption or Court-ordered Placement Papers to include date of birth and SSN for child |
| You wish to add new child, spouse, and/or other child(ren)  | Adoption or Court-ordered Placement Papers  |
|   | Marriage Certificate  |
|   | Birth Certificate for other child(ren)  |
|   | SSN for all   |
| <b>Death</b>  |   |
| Death of spouse and/or dependent child(ren)   | Death Certificate   |
| <b>Loss or Gain of Coverage</b>   |   |
| Loss of coverage under other plan and want to enroll self, spouse, and/or dependent child(ren) in City's plan | Proof of Coverage Letter showing coverage end date                                    |
|   | Marriage Certificate  |
|   | Birth Certificate   |
|   | SSN for all   |
| Gain of coverage under other plan and want to cancel City's plan  | Proof of Coverage Letter showing coverage start date                                  |

Section 125 of the Internal Revenue Code (IRS) provides guidelines for a Qualifying Event status change. Employees are required to provide documentation within 30 days.